Paper Deadline and Format Specifications

Deadline for Receipt of SPS Annual Meeting Papers

Submit an electronic file for your paper (the preferred format is Word but if not available in Word, use rich-text format [.rtf]) to the Interest Group Leader sponsoring your presentation. For papers which use Greek or Hebrew, please use the SBL Greek or SBL Hebrew fonts provided by the Society of Biblical Literature. They are available online and may be downloaded for free at http://www.sbl-site.org/educational/biblicalfonts.aspx.

To guarantee that your paper is included in the CD collection and is posted to the SPS Web site, your Interest Group Leader and the Program Chair must receive it no later than January 15 prior to the meeting. We do not guarantee that papers received after this date can be included in either venue. In fact, if your paper is received too late, your session may be cancelled.

Presenters who provide their paper to their Interest Group Leader by the January 15th deadline will have their papers included in the pre-conference online access by purchasers and will receive a $10 refund on their own conference expenses. This refund will be provided to the presenter at the on-site conference registration.

Biographical Information

Also by January 15, please send your biography to the Interest Group Leader via email in the following format:
- Typed and double-spaced.
- Times New Roman with a 12 point font size.
- Less than 70 words in length.
- Include name, title, rank, and institution.

This will then be passed onto the chair of your session by the Interest Group Leader.

Formatting Papers for the SPS Annual Meeting

Please follow these standards when formatting your paper. This will ensure uniformity and high quality on the CD and Web site.
- Begin your paper with the paper title, name of the Interest Group sponsoring the presentation (e.g., Missions & Intercultural Studies, Theology, Biblical Studies, Religion & Culture, etc.), presenter's name and institutional affiliation, and the following phrase: "Presented at the 44th Annual Meeting of the Society for Pentecostal Studies." (No title pages.)

- Citation format for papers can be in the format specific to your discipline (e.g., Turabian, 7th edition, for Bible and Theology, APA for papers of a Social Science nature, etc.). However, the format must remain consistent throughout the given paper.

- Display page numbers only at the center of the bottom of each page in Times New Roman, 11 point size.

- Display a header on each page that gives the presenter's name and a truncated title. Do not allow the text in the header to show near the right margin. For example: Ima Scholar, "Loving God with the Mind."

- Use Times New Roman at 12 point as the font for text and use 10 point font for footnotes.

- Margins on all sides are to be one inch.

- Main text should be double-spaced, except block quotations and notes.

- There are no limits to the length of your paper, but there are time limits to the length of your presentation. Please communicate with your Interest Group Leader regarding the length of your presentation.

Day of Paper Presentation

Go to the presentation room 10-15 minutes before the start of the session to meet the chair and respondent, to ensure the facilities are appropriate to your needs and confirm the amount of time available for your presentation. At this time the chair may clarify your biographical information.

Revised 4/6/18